



**MANUEL S. ENVERGA UNIVERSITY FOUNDATION-CANDELARIA, INC.**  
Quezon, Philippines

**University Gymnasium/S and R Reservation / Rental Application Form**

- ☐ Gymnasium  
☐ Sports and Recreational Area

Application date: \_\_\_\_\_ Rental Date : \_\_\_\_\_

Applicant: \_\_\_\_\_

Person in-charge of the event : \_\_\_\_\_

Application on behalf of: (Business, Individual, Organization - if applicable) \_\_\_\_\_

Contact Information #: \_\_\_\_\_

Nature of Event : \_\_\_\_\_

(Kindly specify: i.e., youth basketball game, karate tournament, meeting, seminar, etc.)

Requested Date(s) and time :

Please indicate any necessary set-up or clean-up time. The start time in your request shall be your official access to the facility. Your end time should be the time you will leave the area. If the event is more than one day, please attach the schedule of dates and time.

DAY :	S	M	T	W	TH	F	Sa
Set-Up :	_____	_____	_____	_____	_____	_____	Hrs
Event :	_____	_____	_____	_____	_____	_____	Hrs
Clean - up :	_____	_____	_____	_____	_____	_____	Hrs

Total # of Hours : \_\_\_\_\_

(Please attach Set-up Details)

Gym/S and R Equipment Required? ☐ No ☐ Yes (Please select below)

☐ Chairs (Qty: \_\_\_\_\_) ☐ Tables (Qty: \_\_\_\_\_) ☐ Hurricane Fan  
☐ Iwata (Qty: \_\_\_\_\_) ☐ Projector Others: \_\_\_\_\_

Gym/S and R Sound System required? ☐ No ☐ Yes (Please select below)

☐ Mic (Qty: \_\_\_\_\_) ☐ Speakers Others: \_\_\_\_\_

Payment Info:

Rental Fee: Facility	Php	_____	x	_____	day	Php	_____
Rental Fee: Sound sys	Php	_____	x	_____	day	Php	_____
Energy Fee :	Php	_____	x	_____	hrs (s)	Php	_____
Rental Fee: Chairs	Php	_____	x	_____	pcs	Php	_____
Rental Fee: Tables	Php	_____	x	_____	pcs	Php	_____
Others :	Php	_____				Php	_____
						Total :	Php _____

Availability of the venue certified by:

Rodel Briones  
Property Clerk

Rogelio E. Cuartero  
Acting Property Department

Elenita Marquez  
Sports and Cultural  
Coordinator

Remoel M. Ferrer  
EMRC Staff

Approved by:

Gaspar Hector C. Tapire  
Administrative Officer

Crystal B. Quintana, Ed.D.  
Dean of Studies / School Administrator